

Panaji, 24th January, 1980 (Magha 4, 1901)

SERIES I No. 43

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

GOVERNMENT OF GOA, DAMAN AND DIU

Department of Personnel and Administrative Reforms

Notification

1-22-74-Div. I (Vol. II)

In exercise of the powers conferred by the proviso to article 309 of the Constitution, read with the Government of India, Ministry of External Affairs Notification No. F.7(11)/62-Goa, dated 25th July, 1963, the Lt. Governor of Goa, Daman and Diu is pleased to make the following rules relating to recruitment to Group 'B' Gazetted posts in the Office of the Commissioner Labour and Employment, Panaji, under the Government of Goa, Daman and Diu.

1. **Short title.** — These rules may be called Government of Goa, Daman and Diu, Office of the Commissioner, Labour and Employment Group 'B' Gazetted posts recruitment rules, 1979.

2. **Application.** — These rules shall apply to the posts specified in column 1 of the Schedule to these rules.

3. **Number, classification and scale of pay.** — The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit and other qualifications.** — The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the aforesaid Schedule.

Provided that,

- (a) the maximum age limit specified in the Schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and other special categories in accordance with the orders issued by the Government from time to time;
- (b) no male candidate, who has more than one wife living and no female candidate, who has married a person having already a wife living, shall be eligible for appointment, unless the Government, after having been satisfied that there are special grounds for doing so, exempts any such candidate from the operation of this rule;
- (c) *Saving:* Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

5. These rules will come into effect from the date of the Notification and will relate to appointments to the various posts made on or after this date,

6. These rules are issued in supersession of the rules existing for the post of Employment Officer and with the approval of the UPSC granted vide their letter No. F.3/29(13)/79-RR dated 3-12-1979.

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

V. J. Menezes, Under Secretary (Personnel).

Panaji, 28th December, 1979.

SCHEDULE

390

Name of the post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age limit for direct recruits	Whether benefit of added years of Service admissible under Rule 30 of the C. C. S. (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age & Educational Qualifications prescribed for the direct recruit will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer, and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	If a D.P.C./D.S.C. exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
1. Employment Officer.	1	General Central Service Group 'B' Gazetted.	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200.	Selection	Not exceeding 30 years (Relaxable for Govt. servants). <i>Note:</i> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).	No	Essential: i) Master's Degree in Commerce / Social Welfare / Social Work / Economics / Statistics / Psychology / Education of a recognised University or equivalent. ii) 3 years' experience in Socio-economic investigation or research preferably in relation to employment and manpower problems. OR 3 years' experience of employment counselling or vocational guidance. <i>Note 1:</i> Qualifications are relaxable at the discretion of the U.P.S.C. in case of candidates otherwise well qualified. <i>Note 2:</i> The qualification(s) regarding experience is/are relaxable at the discretion of the U.P.S.C. in the case of candidates belonging to scheduled castes and Scheduled Tribes if, at any stage of selection, the U.P.S.C. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	Age: No E.Q. To the extent indicated in Col: 11	2 years	By promotion failing which by transfer on deputation failing both by direct recruitment.	Promotion: Senior Asstt. Employment Officer with 3 years' regular service in the grade and possessing degree of a recognised University or equivalent. Transfer on deputation: Officers under the Central / State Govts. (a) i) holding analogous posts; ii) with 3 years' service in posts in the scale of Rs. 550-900 or equivalent; iii) with 8 years' service in posts in the scale of Rs. 425-700 or equivalent, and (b) possessing the educational qualifications and experience of the type laid down for direct recruits under column 7. putation shall not exceed 3 (Period of de-years).	Group 'B' D. P. C. consisting of:— 1. Chief Secretary — Chairman. 2. Administrative Secretary — Member. 3. Head of the Department — Member. <i>Note:</i> The proceedings of the D. P. C. relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission, a fresh meeting of the D. P. C. to be presided over by the Chairman or a Member of the U.P.S.C. shall be held.	Consultation with the Commission necessary while making direct recruitment, selecting an officer for appointment on deputation and amending / relaxing any of the provisions of these rules.

2. Senior Asstt. Employment Officer. --do-- --do-- Rs. 550-25-750-EB-30-900. — do — —do—

Desirable:

- i) Experience of employment exchange operations.
- ii) Working knowledge of Konkani, Marathi or Gujarati.

Essential:

- i) Master's Degree in Commerce / Social Welfare / Social Work / Economics / Statistics / Psychology / Education of a recognised University or equivalent.
- ii) One years' experience of Employment Exchange operations.

Note 1: Qualifications are relaxable at the discretion of the U.P.S.C. in case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the U.P.S.C. in the case of candidates belonging to scheduled castes and Scheduled Tribes if, at any stage of selection, the U.P.S.C. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:

- i) Training in employment service.
- ii) Working knowledge of Konkani or Marathi or Gujarati.

By promotion failing which by direct recruitment.

Promotion:

Assistant Employment Officer/Job Development Officer/Enforcement Officer with five years regular service in the respective grade and possessing degree of a recognised University or equivalent.

Group 'B' D. P. C.

1. Chief Secretary — Chairman.
2. Administrative Secretary — Member.
3. Head of the Department — Member.

Note: The proceedings of the D. P. C. relating to confirmation of a direct recruit shall be sent to the Commission for approval. If however, these are not approved by the Commission, a fresh meeting of the D. P. C. to be presided over by the Chairman or a Member of the U.P.S.C. shall be held.

Consultation with the U.P.S.C. necessary while making direct recruitment and amending/relaxing any of the provisions of these rules.

Addendum

1/9/78-PER

In the Government Notification No. 1-9-78-Div. I dated 16-2-1979 published in the Official Gazette No. 50, Series I dated 15-3-1979, regarding Recruitment Rules for the posts of Talathi following corrections should be made: —

a) In the first para after the words — “Non-Gazetted posts in the Collectorate of Goa, Panaji” — and before the words — “under Government of Goa, Daman and Diu” — the following words should be inserted: —

“Collectorate of Daman, Civil Administration, Diu and the Directorate of Land Survey” and

b) In the short title after the words — “Collectorate of Goa” — and before the words — “Group ‘C’ Non-Ministerial, Non-Gazetted posts Recruitment Rules, 1979” — the following words should be inserted: —

“Collectorate of Daman, Civil Administration, Diu and the Directorate of Land Survey”.

By order and in the name of the Lt. Governor of Goa, Daman and Diu.

V. J. Menezes, Under Secretary (Personnel).

Panaji, 14th January, 1980.

◆◆◆

Works, Education and Tourism Department

Sub: Rules for conducting the initial recruitment examination — training and final examination for the post of Auditors in the Directorate of Education, Panaji.

In pursuance of the conditions prescribed under column 9, 10 and 11 of the schedule of recruitment rules for the post of Auditors (non-ministerial, non-gazetted), in the Directorate of Education the Administrator of Goa, Daman and Diu is further pleased to make the following rules for the initial recruitment examination, training and final examination of the Auditors.

Section I: Procedure

1. *Conditions of eligibility for the initial recruitment examination.* — (i) Upper Division Clerks in the grade of Rs. 330-10-380-EB-12-500-EB-15-560, who are exclusively engaged in accounts work and designated as Accounts Clerks are eligible for promotion to the post of Auditor (Scale Rs. 425-15-500-EB-15-560-20-700) subject to various conditions set out in following paragraphs.

(ii) Permanent/officiating U.D.Cs., designated and working as Accounts Clerks in the Directorate of Education and attached offices which are under its administrative control and who have rendered at least two years' service continuous or otherwise as on last date for submission of applications are eligible to appear for the initial recruitment examination and later for training and final examination.

2. *Agency for the examination.* — The Director of Education will be responsible for holding the exami-

nation on the basis of which recruitment would be made to the post of Auditors from among the eligible Accounts clerks.

a) The examination may be held once or twice a year or at such intervals as notified by the Director of Education depending upon the availability of vacancies and exigencies of public services.

b) Publicity for the examination will be made by issue of circulars or in any manner as may be decided by him.

Section II: Initial Recruitment Examination

1. Any eligible person desiring to appear at the initial recruitment examination will have to apply to the Director of Education through proper channel enclosing the following certificates/documents:

- i) Order declaring him as Accounts Clerk.
- ii) Certificate from the respective Head of Office referring to the period of experience as Accounts Clerk.
- iii) A certificate of good character signed by the candidate's immediate superior officer and countersigned by respective Head of Office.

2. The application should also set forth the following particulars:

- (1) Name of Candidate (to be written in full capital letters).
- (2) Father's name in full.
- (3) Caste/Trible (if he is a member of SC/ST).
- (4) Date of Birth.
- (5) History of service indicating periods of service in various categories.
- (6) Examinations passed with dates and copies of certificates.
- (7) Signature of candidate.

Applications which do not satisfy the requirement of the foregoing rules, will not be considered.

3. The examinations will be held on such dates and at such hours as may be fixed by the Director of Education and communicated to each candidate. The results of Exam. will be declared by the Director of Education or his authorised representative as soon as possible after the completion of the Examination. No appeals against the published results will be entertained.

4. *Subjects for the Initial Recruitment Examination (Written Test): —*

Subject	Time	Maximum marks	Minimum marks required for passing
1. Precise, Drafts and General English	3 Hours	100	35
2. Pre-check, Accounts Service Rules	2 Hours	100	40
(Part-I Theoretical — without books)			
3. Pre-check, Accounts Service Rules	3 Hours	100	40
(Part-II Practical with books)			

Note: The object of the initial examination is to test the capacity of the candidates for expression of views in simple

and correct english and also the basic knowledge of the candidate in such subject having a bearing on the accounting procedure in general followed in the Union Territory of Goa, Daman and Diu.

5. Syllabus for the initial recruitment examination:—

- Paper 1: a) Short essay to be written on one of the several subjects specified.
- b) Drafting of official letters, precis writing and applied grammar.
- Paper 2: & 3: a) Fundamental Rules (Rules 9, 22, 22(c), 23, 24, 26, 27, 30, 31 and 56).
- b) C. C. S. (Leave) Rules, 1972.
- c) Preparation of bills such as Pay, Fully Vouched, AC/DC bills, etc.
- d) Writing of Cash Book, bill register, register of undischarged pay & allowances, G. F. R. 9, T. R. 22-A, 22-B, filling up of challans.

6. On the basis of the results of the written test, the successful candidates will be required to appear for an oral test before the duly constituted Departmental Promotion Committee. The maximum marks for the oral test will be 10. Further, 10 marks shall be added to the marks obtained in written and oral test based on the gradings given by the D.P.C. on the Confidential Reports of each individual. While outstanding grade will entitle a candidate 10 marks, the lower grades consisting of Very Good, Good and fair shall be given marks to the extent of 8, 6 and 4 respectively. The ultimate selection of a candidate shall be made on the basis of the aggregate marks obtained in the written test, the oral test and the gradings in the Confidential Reports.

7. A candidate failing to secure appointment as Auditor even after passing the initial recruitment examination (Oral and written test) shall not be required to appear again on subsequent occasions for the written test, in the event of announcement of a fresh initial recruitment examination, unless he/she chooses to appear again for the written test with the aim of increasing the aggregate tally of marks. Marks already obtained by a candidate in the previous written test shall be considered if he/she fails or secures lesser marks in fresh attempts. Similarly the marks obtained in the previous oral tests shall be ignored for the purpose of aggregate tally of marks in respect of subsequent recruitment examinations.

Section III: Training

1. The candidates thus selected will be appointed as Auditors and put on probation for a period of two years and irrespective of their previous experience will be required to undergo training to be arranged by the Director of Education or such agency as may be chosen by him before they are allowed to appear for the Auditors Final Examination in accordance with the provisions contained in Section IV of these

rules. The programme of training will be as follows:—

2. The Syllabus of training:

- Book Keeping
- Service Rules
- Accounts, Treasury and Financial Rules (excluding C. P. W. D. Code) PAO Manual.
- Grant-in-Aid Code. Triple Benefit Scheme.

3. The training will be for a period not less than 7 months in theoretical and practical subjects. Out of which one month may be devoted entirely for study of G. I. A. Code and Triple Benefit Scheme.

Section IV: Final Examination for Auditors

1. On completion of training, the candidates will be required to appear for the final examination for Auditors which will be held by the Director of Education. The subjects of examination, the minimum qualifying marks for passing and the percentage required for obtaining exemption in the subjects will be as follows:—

Sl. No.	Subject	Time (Hrs.)	Max. Marks	Minimum marks required for passing	Marks required for exemption
1.	Book Keeping (Without Books)	3	100	40	50
2.	a) Service Rules (Without Books)	2	100	40	100
	b) Service Rules (With Books)	3	100	40	100
3.	a) Accounts, Treasury & Financial Rules (Without Books)	2	100	40	100
	b) Accounts, Treasury & Financial Rules (With Books)	3	100	40	100
4.	G. I. A. Code, Triple Benefit Scheme and orders governing the release of grants/loans to Aided Educational Institutions.	3	100	40	50

2. The syllabus, standards for the final examination will be as follows:

All papers will comprise the questions of straight forward nature meant for testing the basic knowledge of the candidate in each subject and having a bearing on the accounting procedure to be following in the Union Territory of Goa, Daman and Diu.

3. The paper in 'Book-Keeping' will consist of questions set from portions corresponding to the following in the "Advanced Accounting" by G. R. Bataliboi and "Advanced Accounts" by R. N. Carter.

- Fundamentals of double entry.
- Trading & manufacturing and Profit & Loss Account, Balance Sheet.
- Capital and Revenue.

d) Income & Expenditure and Receipt & Payments Accounts.

e) Bills of exchange, promissory notes and cheques.

f) Self balancing system.

g) Consignment & joint ventures.

h) Single entry system — Depreciation reserve.

i) Double account system.

j) Goodwill accounts.

k) Elementary knowledge of cost accounting.

4. The paper 'Service Rules' will comprise the questions from the following rules:

i) Fundamental Rules.

ii) Supplementary Rules.

iii) C. C. S. Leave Rules, 1972.

iv) Pension Rules in Civil Service regulations including C. C. S. Pension Rules (1972).

v) G. P. F. Rules.

vi) C. C. S., C. C. A. Rules & Conduct Rules.

5. The paper 'Accounts, Treasury & Financial Rules' will comprise the questions in the following cases & Rules:

A) Account Code Vol. I & II including list of major & minor heads and chapters 1, 3, 14, 18, 19, 20 and 21 of Account Code Vol. IV.

B) General Financial Rules, Delegation of financial power Rules, 1978.

C) Central Treasury Rules Vol. I & II, P. A. O. Manual.

6. The paper 'G. I. A. Code, Triple Benefit Scheme etc.' will comprise the questions from Grant-in-Aid Code, Triple Benefit scheme and executive orders laying down pattern of assistance for release of grants/loans to the Aided Educational Institutions.

Section V: General

1. A candidate will be allowed the maximum of 3 chances for passing the final examination. The candidate who do not pass the final exam. within the number of chances allowed will be reverted to the post held by him/her before, provided one additional chance may be given to candidates failing, to appear for final examination on grounds of health or bereavement in the family. This condition may be relaxed by the Administrator depending upon the genuineness of each case.

2. The candidates will be deemed to have completed satisfactorily the period of probation only after they have passed the final examination, the results of which will be announced by the Director of Education. No appeals against the results will be entertained.

3. These rules may be at any time amended or revised by the Administrator of Goa, Daman and Diu.

F. A. Figueiredo, Under Secretary (Works, Education and Tourism).

Panaji, 15th January, 1980.